



2015 Adopt a Park Partner Packet May 1, 2015 – October 2, 2015

Dear Partners,

Thank you for your commitment of assistance to the City of Detroit through the Adopt a Park Program! You are helping to create safe, clean spaces where friends can gather, children can play, and neighborhoods can grow.

This packet holds a lot of helpful information to assist you in your park adoption.

**For copies of this packet, please visit
www.detroitmi.gov/How-Do-I/Volunteer/Adopt-A-Park-Information**

Please call (313) 224-5555 with any questions on Adopt a Park.

I look forward to a wonderful summer working with you all!

Thank you for your service,

A handwritten signature in blue ink, appearing to read "Mike Duggan", with a stylized flourish at the end.

**Mike Duggan
Mayor, City of Detroit**

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Adopt a Park Partner Contract

SAMPLE _____ commits to adopting SAMPLE _____ at
(Organization) (Park)
SAMPLE _____ for the summer 2015 Adopt a Park program.
(Park Address)

As a part of this commitment, SAMPLE _____ will ensure that:
(Organization)

- 1) The park is kept clean and garbage is removed;¹
- 2) The grass is mowed at least once every 10 to 14 days to be no higher than 6 inches;²
- 3) The grass is trimmed around and park edges, fences, paths, trees, and equipment.

This commitment lasts between May 1, 2015, and October 2, 2015.

In recognition of this volunteer service, your organization will receive priority scheduling in the park and a sign will be posted on the park stating that your organization has adopted it.

Signed: SAMPLE _____ SAMPLE _____
(Signature of Organization Representative) (Representative's Title) (Date)

Please sign this contract and email a copy to Marcella Davis, Park Coordinator, at DavisMarcella@DetroitMI.gov by Wednesday, April 29, or bring it to the kick-off.

The kick-off meeting for the 2015 Adopt a Park program is on May 1 at 9:00AM at Northwest Activities Center, 18100 Meyers, Detroit, MI 48235. Please come to receive valuable information, network with other adopters, and meet your partners on the parks!

Call (313) 224-5555 with any questions on Adopt a Park.

Thank you for your service!

Mike Duggan
Mayor, City of Detroit

Parks will be inspected every other Monday throughout the summer, starting on May 18 and ending on September 21. **Scores³ will be posted online** at <https://data.detroitmi.gov>.

May 18*	June 1	July 13	August 10	September 8***
	June 15	July 27	August 24	September 21
	June 29**			

* May 18 – parks will need to be cleaned again before the Memorial Day weekend

** June 29 – parks will need to be cleaned again before the 4th of July weekend

*** September 8 – parks will need to be cleaned before the Labor Day weekend

¹ Call (313) 224-5555 to request a trash pick up. Trash should be neatly bagged and stacked in one place along an accessible park curb.

² If your organization has made special arrangements for partnership, you are still expected to make the first cut of the year by May 18 and to keep the park clean throughout the summer.

³ You will be scored on each of the three commitments: cleaning, cutting, and trimming. A score of 3 is "excellent"; 2 is "adequate"; and 1 "needs improvement".



Frequently Asked Questions

(updated May 2015)

Q: What is expected of the adopters? How often are we expected to mow and clean?

A: 1) Keep the park clean and free of debris every week. (See below for trash pick up information.)
2) Mow the grass at least once every 10-14 days so it doesn't get taller than 6 inches.
3) Trim grass or remove weeds around or under park edges, fences, paths, trees, and equipment.

Q: Will GSD pick up the trash we collect?

A: Yes, but you must call (313) 224-5555 to let us know to make a pick up. Please neatly bag all debris you collect from the ground or in garbage cans and put it in one pile on the curb of the park in an accessible area.

Q: What if I have a large amount of yard waste or debris and a way to transport it?

A: You may drop off trash, bulk waste, and compostable materials collected from your park at one of the City's four drop off sites. You must present a government-issued photo ID that shows you are a resident of Detroit or inform the drop off supervisor that you are with the Adopt a Park program. ***Note these locations are closed on Mondays.***

Locations: Southfield Yard: 12255 Southfield, between Plymouth and 96
Davison Yard: 8221 W. Davison, between Livernois and Wyoming
Anton Yard: 5840 Anton, between Calvert and Campbell
State Fair Yard: 19715 John R, between State Fair and 7 Mile

Q: When will park maintenance be monitored?

A: Parks will be inspected every other Monday throughout the summer, starting on May 18 and ending on September 21. The inspection schedule is below.

May 18*	June 1	July 13	August 10	September 8***
	June 15	July 27	August 24	September 21
	June 29**			

* May 18 – parks will need to be cleaned again before the Memorial Day weekend

** June 29 – parks will need to be cleaned again before the 4th of July weekend

*** September 8 – parks will need to be cleaned before the Labor Day weekend

Q: How will the parks be graded?

A: Each park will be assessed on each of the three commitments: cleaning, cutting, and trimming. A score of 3 is "excellent"; 2 is "adequate"; and 1 "needs improvement".

Scores will be posted online after the first inspection period at <https://data.detroitmi.gov>.

Q: What tools and assistance are available to maintain my adopted park?

A: The City of Detroit General Services Department may be able to provide tools like gloves, rakes, brooms, shovels and trash bags for any special cleanups. Please contact Ernestine Smith at (313) 350-4435.

Q: Can you recommend a landscaper I could hire?

A: The City of Detroit does not typically endorse the services of companies. However, we have a number of landscapers who are partners in the Adopt a Park Program who may be able to work with you:

Brilar LLC

13200 Northend Ave., Oak Park, MI 48237
Attention: Larry Yaffa
(248) 547-6439

Payne Landscaping

15777 Harper Detroit, MI 48224
Attention: Terry Payne
(313) 215-2074

J.E. Jordan Landscaping

19415 W. McNichols, Suite V, Detroit, MI 48219
Attention: Jamie Jordan
(248) 773-2622

Pristine Impressions

5006 Commonwealth, Detroit, MI 48208
Attention: Donald or Demetrius
(248) 747-1963

Motor City Grounds Crew

1420 Washington Blvd., Detroit, MI 48226
Attention: Aaron Smith
(313) 757-2672

WH Canon

36700 Northline Rd, Romulus, MI 48174
Attention: Andrea Canon
(734) 941-3900

Q: How do I host events or a sports league in the park?

A: All events and athletic uses must be pre-approved by the Recreation Department. Please contact them A.S.A.P. as depending on the nature of your event, you may need to get special permits that take several weeks to obtain. As an Adopt a Park Partner, you may be eligible for waived fees. Make sure to mention you're a partner on the forms! Please refer to the forms in the partner packet for setting up events or registering for athletic field use and **contact Lynn Shaw at (313) 224-1907, Ishaw@detroitmi.gov or Tracey Lawrence-Thomas at (313) 628-0967, TLawrenc@detroitmi.gov.**

Q: How do I make an improvement to the park?

A: All improvements must be approved by the Recreation Department. Please refer to the form in the partner packet for making improvements and **submit it to Tim Karl at TKarl@detroitmi.gov or call (313) 224-3484.**

Q: What should we do if we see illegal dumping, find objects too hard to move or need help with any problems?

A: For any additional issues or concerns, please contact Marcella Davis, General Services Department Park Coordinator, at (313) 224-5555.

motor city makeover



May is Motor City Makeover month, in partnership with Keep Detroit Beautiful. Volunteers are needed to sign up to clean and beautify Detroit neighborhoods.

CLEANING THE CITY BY DISTRICTS

Motor City Makeover (MCM) will once again take place on three Saturdays in May. The city will be cleaned in the districts listed on the following days:

May 2 • Districts 1 & 2

District 1 • Crowell Recreation Center

16630 Lahser 48219

District 2 • Northwest Activities Center

18100 Meyers 48235

May 9 • Districts 3, 4 & 5

District 3 • Farwell Recreation Center

2781 E. Outer Drive 48234

District 4 • Warren-Conner Development Coalition

4401 Conner Street 48215

District 5 • Recycle Here!

1331 Holden 48202

Butzel Family Center

7737 Kercheval 48214

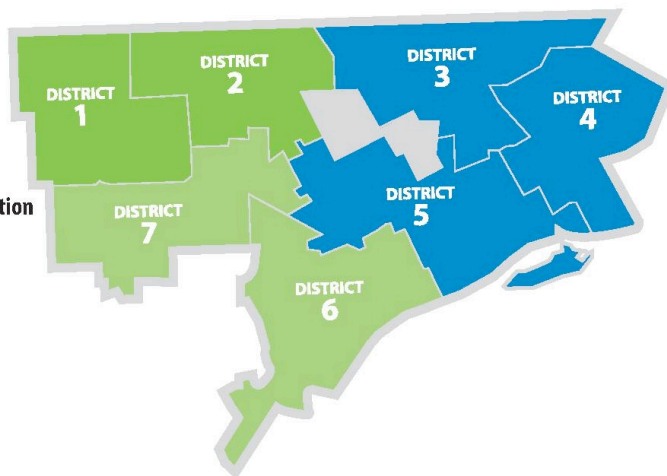
May 16 • Districts 6 & 7

District 6 • Patton Recreation Center

2301 Woodmere 48209

District 7 • Adams Butzel Recreation Complex

10500 Lyndon 48238



INDIVIDUALS AND COMMUNITY GROUPS MUST REGISTER

In order to receive a limited supply of bags and gloves, as well as information regarding special pick-ups of bagged litter and roll-off containers, individuals and community groups must register with the City of Detroit Department of Neighborhoods (DON) either online at www.motorcitymakeover.org or by calling (313) 224-4415. To have bags of litter picked up, registered groups must contact their district manager with the location and other details.

VOLUNTEER TODAY!

Call (313) 224-4415 or
register at www.motorcitymakeover.org



City of Detroit
Miko Duggan, Mayor

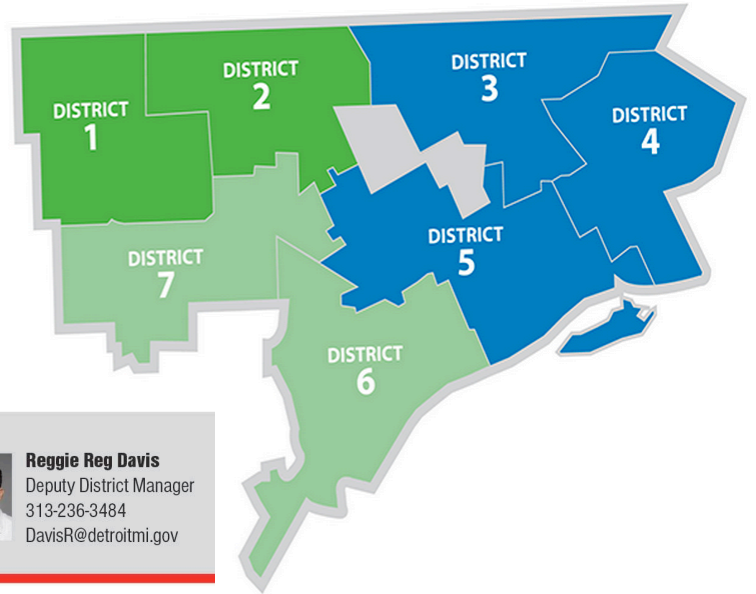


Need Help with Something in the Neighborhood?

Contact your Department of Neighborhoods District Managers!

They are an invaluable resource for information about block clubs, community events, and assistance with questions or concerns about the neighborhood around your park.

For bigger and more detailed District maps, visit www.detroitmi.gov/Neighborhoods



DISTRICT ONE

Crowell Recreation Center
16630 Lahser
Detroit, MI 48219



Stephanie Young
District Manager
313-236-3473
YoungsT@detroitmi.gov



Reggie Reg Davis
Deputy District Manager
313-236-3484
DavisR@detroitmi.gov

DISTRICT TWO

Northwest Activities Center
18100 Meyers
Detroit, MI 48235



Kim Tandy
District Manager
(313) 236-3494
TandyK@detroitmi.gov



Sean Davis
Deputy District Manager
(313) 236-3489
DavisSe@detroitmi.gov

DISTRICT THREE

Farwell Recreation Center
2711 E. Outer Drive
Detroit, MI 48234



Garry Bulluck
District Manager
(313) 236-3504
Bulluckg@detroitmi.gov



Ray Solomon
Deputy District Manager
(313) 236-3516
Solomonr@detroitmi.gov

DISTRICT FOUR

Warren Conner Development Coalition
4401 Conner Avenue
Detroit, MI 48215



Odell Tate
District Manager
(313) 236-3518
TateO@detroitmi.gov



Toson Knight
Deputy District Manager
(313) 236-3520
knightT@detroitmi.gov

DISTRICT FIVE

Butzel Family Center
7737 Kercheval
Detroit, MI 48214



Vince Keenan
District Manager
(313) 236-3523
KeenanV@detroitmi.gov



Erinn Harris
Deputy District Manager
(313) 236-3528
HarrisEr@detroitmi.gov

DISTRICT SIX

Patton Recreation Center
2301 Woodmere
Detroit, MI 48209



Rico Razo
District Manager
313-236-3529
RazoR@detroitmi.gov



Ninfa Cancel
Deputy District Manager
313-236-3530
CancelN@detroitmi.gov

DISTRICT SEVEN

Adams Butzel
10500 Lyndon
Detroit, MI 48238



Marshall Bullock
District Manager
313-236-3538
bullockm@detroitmi.gov



Mona Ali
Deputy District Manager
313-236-3540
Alim@detroitmi.gov



CITY OF DETROIT

P A R K R U L E S

NO PARKING OR DRIVING OF VEHICLES ON THE GRASS

Ordinance # 40-1-28 and 40-1-29

PARK HOURS ARE FROM 7:00 AM TO 10:00 PM

Ordinance # 40-1-10

1. **NO WEAPONS, DRUGS OR ALCOHOL.** Ordinance #55-1-8 and 38-5-1
2. **No disorderly conduct (profanity, lewd acts, fighting, standing on vehicles, illegal occupation).** Ordinance #38-5-1.
3. **No speeding or reckless driving (burning or squealing of tires).**
4. **PARKING OR DRIVING of vehicles, including ATV's, on the grass or other non-designated areas is prohibited. This includes loading/unloading of vehicles and equipment.** Ordinance #40-1-28, 40-1-29 and 34-2-2.
5. **No amplified music**
6. **Shelters, canopies (tents), inflatables, fields and photography/filming must be reserved by permit. Contact the Recreation Department (313) 224-1100.**
7. **Permit holders and vendors erecting canopies and inflatables may not drive or park on the grass (Parts & equipment may be carried by handcart).**
8. **Permit fees are non-refundable.**
9. **Barbeque grills may not be placed under shelters, canopies, near trees, buses, tables, buildings or within 25 feet of an inflatable. Ashes and coals must be placed in hot coal containers only. Propane canisters and gas grills are prohibited for safety and liability.**
10. **GRILLS, OF ANY TYPE, ARE PROHIBITED IN THE AREAS OF BUILDINGS, PLAYSCAPES, PLAY AREAS and ATHLETIC FIELDS.**
11. **Commercial activities, INCLUDING VENDING of food, merchandise, pictures, etc., are not allowed without a permit.** Ordinance # 40-1-12 and 40-1-24
12. **No commercial photography/filming without authorized permit.**
13. **Area must be cleaned prior to leaving**
14. **Inflatables may not be used for commercial activity (this includes selling, charging admission, etc.).**
15. **An adult over 21 years of age must supervise the usage of inflatables at all times.**
16. **No Skating on buildings or structures.**
17. **No overnight camping without permission from park administration.**
Ordinance # 34-2-2
18. **Do not cut scratch burn or deface trees, pick flowers or cut branches, harm park landscapes, remove plants or dig in soils.** Ordinance #57-2-3.
19. **Dogs must be on leash no longer than 72 inches** Ordinance # 40-1-18. **Dog owner must clean up after dogs.** Ordinance #40-1-13.
20. **No pets in or on play areas, play equipment or sports fields.**
21. **No ATVs, model aircrafts, model automobile, go carts, model boats or any other type of unlicensed combustion powered vehicle allowed.** Ordinance # 40-1-



DETROIT RECREATION DEPARTMENT

18100 Meyers Road, Upper Level
Detroit, MI 48235

Park Improvement Authorization Form

Today's Date: _____

Requesting Organization Name: _____

Contact Name: _____

Phone #: _____ Fax #: _____

Address: _____

Email: _____

DRD Property Name: _____

Property #: _____ Cluster #: _____

Property Address: _____

Information Included with Request Submission:

☐ Letter of Request ☐ Site Plan

☐ AutoCAD File ☐ Sketch

☐ Other: _____

Improvement / Project Description:

Estimated Value of Improvement / Project: _____

REQUIRED MAINTENANCE

☐ General Services Dept. - Design Plan Reviewed

☐ General Services Dept. - Maintenance Required

GSD LA Cluster Manager: _____

Date: _____

GSD General Manager: _____

Date: _____

CHANGES REQUIRED FOR APPROVAL

By submitting this request I/We/Our Organization agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Recreation Department. I/We also agree that all information submitted in this Park Improvement Authorization Form is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Recreation Department consider my/our Project for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the DRD Property named above and construction of this Project as described herein.

Signature: _____

Print Name: _____

On behalf of Organization: _____

Date: _____

**** FOR DETROIT RECREATION DEPARTMENT USE ONLY ****

Project Approved as Submitted
Project Approved w/ Changes (See Above)

Project Denied

* Approved By DRD Director: _____ Date: _____

* Requesting Group shall not have approval to make the requested park improvement without the approval of the Recreation Department Director



Detroit Recreation Department Athletic Field Application

Please Check The Type of League					
Youth <input type="checkbox"/>	Adult		Co-ed <input type="checkbox"/>	Detroit Public School <input type="checkbox"/>	
	Men <input type="checkbox"/>	Women <input type="checkbox"/>			
	<input type="checkbox"/> Charter/Private School	<input type="checkbox"/> Other			

LEAGUE PROCESS

A SEASON PERMIT may be issued to leagues with a minimum of FOUR (4) TEAMS playing regularly scheduled games.

A PRACTICE PERMIT may be issued to teams practicing within a given season.

Leagues must submit a copy of their playing schedule to the **Detroit Recreation Department, 18100 Meyers Rd. – Upper Level, Detroit, MI 48235** before permits can be granted.

Organizations/Leagues are not authorized for use of field until the Detroit Recreation Department has received full payment and permit is issued.

Practice sessions CANNOT be incorporated into the regular season schedule. ALL PRACTICE SESSIONS MUST BE ARRANGED SEPARATELY. FEES VARY ACCORDING TO USE.

Allowances for your league play-offs and/or rainouts must be satisfied within your league schedule. Leagues extending beyond 16 weeks for Softball and 14 weeks for Baseball will be billed accordingly.

Applications received after the deadline will be processed in the order received and according to availability of fields. Please allow up to 14 days upon receipt of your playing schedule for processing your request.

Please fill out the FIELD REQUEST SECTION completely (see back). FORM MUST SHOW: Field Name(s), Diamond Number(s), Day(s), Date(s) and Time(s) of Use.

League, Team or Organization Name _____

Name of Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Telephone (9 a.m. – 5 p.m.) _____

Evening Phone _____ Cellular/Other _____

Email _____

Signature _____ Date _____

FIELD REQUEST

Please complete

1. Field Name: _____
2. Diamond Number: _____
3. Day(s) of Week: _____
4. Date (One Time Use Only) _____

League will start

League will end

Number of Teams

Lights (Fee applicable)

Yes ☐ No ☐

Apr – Aug 8pm | Sep – Nov 4pm

Check Appropriate Sport

Fast Pitch Softball

Football

Hardball

Soccer

Softball

Rugby

T-Ball

☐☐☐☐☐☐☐

Other _____

Baseball Field Times		Fee (Office Use Only)	Softball Field Times		Fee (Office Use Only)	Football, Rugby, Soccer		Fee (Office Use Only)
10:00 am – 12:30 pm	<input type="checkbox"/>		10:00 am – 11:30 pm	<input type="checkbox"/>		10:00 am – 12:30 pm	<input type="checkbox"/>	
12:30 pm – 3:00 pm	<input type="checkbox"/>		11:30 pm – 1:00 pm	<input type="checkbox"/>		12:30 pm – 3:00 pm	<input type="checkbox"/>	
3:00 pm – 5:30 pm	<input type="checkbox"/>		1:00 pm – 2:30 pm	<input type="checkbox"/>		3:00 pm – 5:30 pm	<input type="checkbox"/>	
5:30 pm – 8:15 pm	<input type="checkbox"/>		2:30 pm – 4:00 pm	<input type="checkbox"/>		5:30 pm – 8:15 pm	<input type="checkbox"/>	
8:15 pm – 11 pm	<input type="checkbox"/>		4:00 pm – 5:30 pm	<input type="checkbox"/>		8:15 pm – 11 pm	<input type="checkbox"/>	
			5:30 pm – 7:20 pm	<input type="checkbox"/>				
			8:30 pm – 9:40 pm	<input type="checkbox"/>				
			9:40 pm – 11:00 pm	<input type="checkbox"/>				

By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Recreation Department. I/We also agree that all information submitted in this Athletic Field Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Recreation Department consider my/our permit for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Recreation Property as described herein.

Signature: _____ Print Name: _____

On behalf of Organization: _____ Date: _____

For Office Use Only

Date Received: _____

Date Completed/Approved: _____

Total Fee(s): \$ _____

Amount Paid: \$ _____

Receipt Number: _____

Permit Number: _____

Processed By: _____



Detroit Recreation Department Special Events Application

Recreation Special Events Application Process

Applications can be obtained on the Recreation Department's Web site or in our office at 18100 Meyers, Detroit, Michigan 48235. The contact number is (313) 224-1129.

We request that applications are submitted 60 days in advance where possible and no earlier than one year of the proposed event date.

Once an application has completed and returned to the Recreation Department, the Event Coordinator will review the application and contact the client for more detail and to explain the needs for approval.

Once the client has provided all necessary items (such as event insurance, clean-up plan, security insurance, Port-a-John company information, inflatable insurance, vending fees, inflatable fees, tent fees and shelter fees paid), the approval letter is then completed by the Event Coordinator and then given to the Recreation Director for signature.

The approval letter is then sent to the client by mail or may be picked up.

Contact:

**Event Coordinator Ms. Lynnetta Shaw (313) 224-1907
Ms. Tracey Lawrence-Thomas (313) 628-0967**

www.detroitmi.gov/recreation

**Detroit Recreation Department
18100 Meyers Road
Detroit, Michigan 48235**





Detroit Recreation Department Special Events Application

Available online at:

<http://www.detroitmi.gov/Portals/0/docs/recreation/pdf/DRD%20SPECIAL%20EVENT%20FORM.PDF>

Please complete application and mail or fax to the following:

**Detroit Recreation Department
Northwest Activities Center
18100 Meyers Rd
Detroit, Michigan 48235
(313) 224-1860 - fax**

All applications must be submitted at least sixty (60) days in advance and/or no earlier than one (1) year of the proposed event date. Upon receipt, the special events request will be reviewed to assure that the event is in compliance with city codes/ordinances. If denied, a letter will be mailed and/or faxed within fourteen (14) business days of receipt of request.

There may be a minimum event fee assessed for all approved special events based on the type of event and/or specific permits. Limited Liability Insurance may be required.

Special Events criteria: 25+ participants

Event Date: _____ Type/Event: _____

Alternate Date: _____ Time/Event: _____

Location: ☐ Park _____ ☐ Recreation Center: _____
☐ Other, please explain: _____

Please check type of event. List activity

- | | | | | |
|--|---|----------------------------------|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Skate | <input type="checkbox"/> Walk | <input type="checkbox"/> Run | <input type="checkbox"/> Race | <input type="checkbox"/> Rally |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Musical/Concert | <input type="checkbox"/> Reunion | <input type="checkbox"/> Picnic | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Sport Competition | <input type="checkbox"/> Other, please explain: _____ | | | |

1. **Name of Organization/Corporation/Company:**

Representative/Organization Name:

Address

City/State/Zip

Business Telephone

Fax #

Alternate Telephone

Email Address

2. **Additional Contact Information:**

Name

Title

Address

E-mail Address

Telephone

Fax #

3. **Event Information:**

Please describe your event in detail: (attach additional sheet if necessary)

(A representative for your event must be present at least 2 hours prior to event for set-up)

Does this event require a route to be mapped out? _____ If yes, will you provide a layout of suggested route? _____.

Will your event require canopy set-up? _____ If yes how many? _____

What company will supply canopy? _____

Will you supply set-up of event (i.e. canopies, bleachers, etc.)? _____ If yes, please submit at least 60 days prior to event.

Will your event require port-a-john rental? _____ If yes, how many? _____
Company Name: _____
Contact Person: _____ Telephone # _____

What is the Event's Security Plan?

_____	_____
Security Company Name	Contact Person
_____	_____
Address	Contact Number

What is the Event's Clean Up Plan?

Will your event require inflatables? _____ If yes, how many? _____
Company Name: _____
Contact Person: _____ Telephone # _____

Is this your first year for this event? _____. If no, when and where was the event held last?

How many years has your organization coordinated/sponsored this event? _____

Will tickets be sold? _____ If yes, how much? _____ Is this a fundraiser? _____

If yes, will there be a registration or entry fee? _____ If yes, how much? _____

Is this event open to the public? _____
Is this event free to the public? _____
Ages of Participants _____
Expected Attendance _____

Will food or beverage be provided? _____,
If yes, are the food and/or beverages free? _____

If no, please list food and/or beverage with prices. (May require Council approval)
(Please attach additional sheets, if necessary).

--

--

Will there be souvenirs, trophies and/or gifts associated with this event? _____.
If yes, will they be sold? _____. If yes, how much? _____.

Please list items and prices:

--

--

4. Sponsorship/Donations

Please list any sponsors/donors for this event: (Please include names, addresses,
telephone numbers).

--

--

Please explain all sponsorship and donations that are a part of this event
Does the sponsorship include cash? _____ if so, how much? _____

--

--

Will this event be broadcasted on television and/or radio? _____. If yes, please
explain (include station and contact information).

Please note, that broadcasting messages must be approved by the Director – Detroit Recreation Department

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Additional Information:

By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Recreation Department. I/We also agree that all information submitted in this Special Event Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Recreation Department consider my/our application for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Recreation Property as described herein.

Representative Signature

Date

FOR OFFICE USE ONLY

Recommendations:

Inflatable Permit Required ☐ Inflatable Permit Fee _____

Shelter/Gazabo Fee Required ☐ Shelter/Gazabo Fee Amount _____

Insurance Required ☐ Amt. Insurance Required _____

Check / MO #		Receipt #		Deposit Amount		Deposit Date		Remarks

Signature

Date

Department Head Approval:

Date:

Total Fee(s) Amount:

Approved ☐ Denied ☐ If Denied Reason _____



Detroit Recreation Department Guidelines for Special Event Vending on Recreation Property

The municipal code of the City of Detroit prohibits the sale of food in parks except for:

Section 40-1-12 (Part 4)- Sales by approved vendors made in conjunction with an authorized activity, event, or use within the boundaries of a city park in accordance with recreation department rules governing vendors in parks and public spaces.

Section 40-1-24 (Part C)- All food or beverages offered for sale in any city park, shall be permitted pursuant to agreement with the city, as approved by the Detroit City Council, except for food preparation vendors, as defined in Section 41-2-1 of the City Code.

Rules for special event vending on park property

The park property requested must be of appropriate size and location so as not to cause a disturbance to the surrounding community. Also, the Director or designee of Recreation has the authority to designate the location of food or goods vendors within the city park.

The requesting organization must be a registered community group, non-profit organization, or community council located in the city of Detroit.

All food preparation and good vendors shall be licensed by the State of Michigan, City of Detroit Business License Center and Institute for Population Health prior to the scheduled event.

That the petitioner/sponsoring organization requesting to vend in the park for a special event must petition the City Council. Submit your City of Detroit Special Event Application to:

**Janice Winfrey, City Clerk
Coleman A. Young Municipal Center
2 Woodward Avenue – Suite 200
Detroit, MI 48226**

The petitioner/sponsoring organization is required to submit appropriate licenses and pay fees of **\$250.00** for beverages and **\$500.00** for food and or goods to obtain a Detroit Recreation Department Vending Operators Permit to sell beverages, food or goods on park property. The fee must be paid by money order or cashier's check. Cashier's checks or money orders should be made payable to **Treasurer, City of Detroit**. Personal checks or cash will not be accepted.





CITY OF DETROIT RECREATION DEPARTMENT SPECIAL EVENT VENDING AGREEMENT

Rules for Special Event Vending on Park Property:

- The Recreation Department has the authority to designate the location of food or goods vendors within a City park.
- The requesting organization must be a registered community group, non-profit organization, or community council located in the city of Detroit.
- All food preparation and good vendors have to be licensed by these departments before their scheduled event.
 1. Detroit Buildings, Safety Engineering and Environmental Department - Business Licenses Center
 2. Institute for Population Health - Food Sanitation
- That the petitioner has to submit a petition to Detroit City Council before the scheduled event.

Name of Petitioner: _____ Petition #: _____

Address: _____

Business Name: _____

Phone Number: _____

E-Mail Address: _____

This contract gives the petitioner the authority to sell food or goods on Detroit Recreation Department property.

Park Location: _____

Date of Event: _____

Vendor Fee: _____

Vendor Signature

Date: _____

Recreation Department Director or Deputy Director Signature

Date: _____



Detroit Recreation Department Policy and Procedures for Inflatable Apparatus and Canopies (Tents) in City of Detroit Parks/Playfields

Date: 5/1/15

Re: **Procedures and Policy for Inflatables**

Effective September 8, 2004, the Recreation Department adopted the following procedures for the use of inflatables and canopies at City-owned parks/playfields:

- 1) Patrons/users must submit vendor information to the Department for verification and approval.
- 2) Patrons/users must submit insurance policy, for inflatables, indemnifying the City for the specific date of the event. In some cases, insurance may be required for canopies. The liability coverage should be a minimum of \$1,000,000.00. Documentation must be submitted two weeks prior to event.
- 3) Patrons/users will be required to pay a permit fee of \$30 per inflatable or canopy. (Payable to the City of Detroit)
- 4) The maximum number of inflatables allowed is two. The maximum number of canopies allowed is two.
- 5) Each inflatable must be staffed by an adult at all times during the event.
- 6) Each canopy must be open on at least two sides.